



**U.S. Small Business Administration  
Philadelphia District Office**

## **2006 Small Business Awards**

***Putting Together a Winning  
Nomination Package***



# Guidelines for Small Business Award Nominations

*Hard work...*

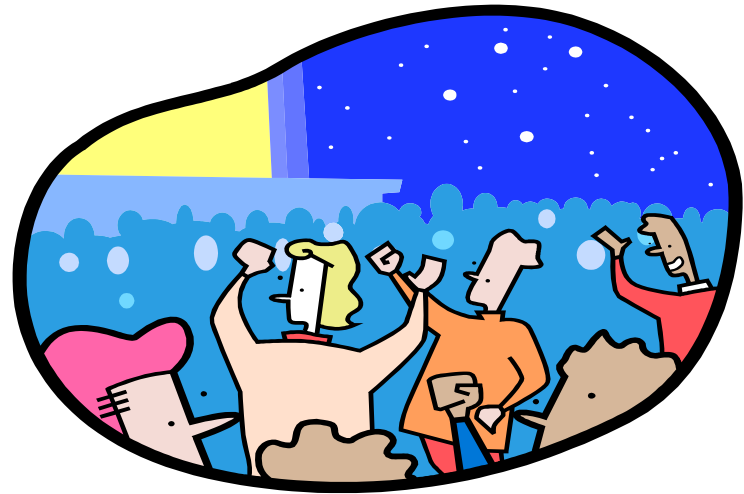
*Innovative ideas...*

*Dedication to their communities...*



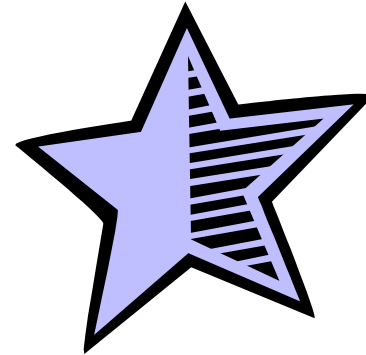
# Purpose of Awards

- Recognize contributions of small businesses to the American economy and society
- Encourage their spirit of enterprise
- Showcase some of the best and the brightest



# Small Business Person Awards

- State Small Business Person of the Year
- National Small Business Person of the Year selected from state winners
- In states with more than one District Office, awards also presented at District level (ex. Philadelphia and Pittsburgh)



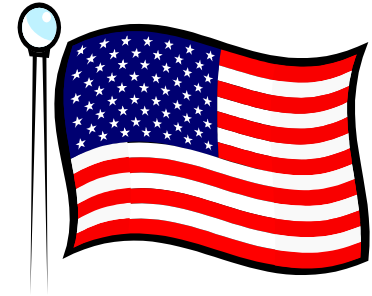
# Small Business Champion Awards

- Financial Services Champion of the Year
- Home-Based Business Champion of the Year
- Minority Small Business Champion of the Year
- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Small Business Journalist of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year
- Jeffrey Butland Family-Owned Business of the Year



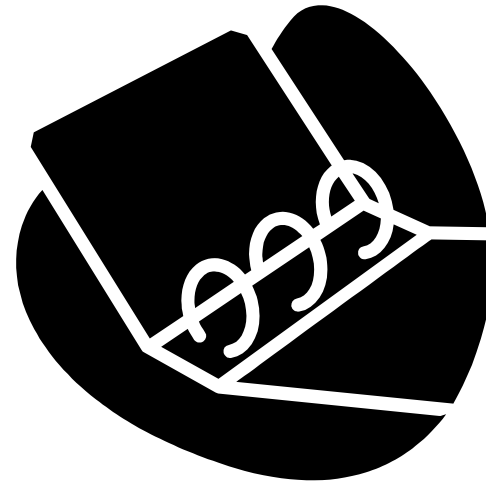
# Nominee Eligibility Requirements

- Resident of the United States or its territories
- Employed in the United States or its territories
- Subject to background checks
- Must comply with Federal Civil Rights Laws
- Must meet SBA's size standards (criteria defining a business as small)



# Nomination Package

- Typewritten only on one side of 8 1/2" x 11" white stationery
- Collated
- Secured in a 1 1/2" binder
- Include in the following order:



# Package must include, #1: A Single Cover Page with:

- Full name/title/business name
- Home and business addresses
- Phone numbers, both business and fax
- E-mail address
- Name of the award for which a nomination is being made
- Nominator's name, title, place of business, business address, phone number, fax number, e-mail address
- One paragraph description of nominee's business for these awards: Small Business Person of the Year; Small Business Exporter of the Year; SBA Young Entrepreneur of the Year
- One paragraph description of the profession occupation for these awards: Financial Services, Home Based Business, Journalist, Veteran, Women, Minority, Jeffrey Butland Family-Owned Business



# #2 SBA Background Form

- SBA Form 912
- One for each team member (team nominations for Small Business Person of the Year)

# #3-Photograph

- Original 8"x10" or 5"x7" photograph
- Digital photo o.k. at least 300 dpi
- Photocopies not acceptable
- Why? Use for publicity shots, display at awards ceremony



# #4 Nomination Letter

- Not to exceed two pages
- **TIP-**This is a recap sheet which summarizes the entire package
- **TIP-**Use business/organization/company stationery
- **TIP-**Address to committee of judges

# #5 Biography (Brief)

- Not to exceed one page
- **TIP-**Discuss the business owner's personal trials and tribulations
- **TIP-**What events led to the creation of the business
- **TIP-**Create a clear picture of the individual

# #6 Business Profile

- Not to exceed one page
- **TIP-**Discuss what the business does in detail
- **TIP-**Put in information relevant to the business

# #7 Concise Statement

- Not to exceed two pages
- Qualities and performance that merit the award
- **TIP-**The guidelines for each award are most important (see instruction packet)
- **TIP-**Match collected info into appropriate categories
- **TIP-**Highlight important areas-write it once and reference it differently a second time to emphasize

## More TIPS-Also include:

- Discuss financial impact; i.e., increased opportunity for women, minorities, etc.
- Emphasize community involvement-discuss results and impact which resulted in change
- Put humility aside
- Employee relations

# Even more TIPS-Also include:

- Training programs
- Promote from within company?
- Long term employees
- Overcome adversity-detail-injury, death, cash flow, credit, embezzlement, discrimination, etc.



# #8 Financial Statement (Certain Award Categories)

- Not to exceed twelve pages
- 8 ½"x11" paper
- Balance Sheets
- Profit and Loss Statements
- Financial reports should support the criteria comments
- How they compare to the industry
- Required only for: Small Business Person of the Year, Exporter of the Year, Home-Based Business of the Year, SBA Young Entrepreneur of the Year, Jeffrey Butland Family-Owned Business of the Year

# #9 Other Supporting Documentation

- Not to exceed ten pages
- Videos will not be considered
- Newspaper clippings
- Letters of recommendation



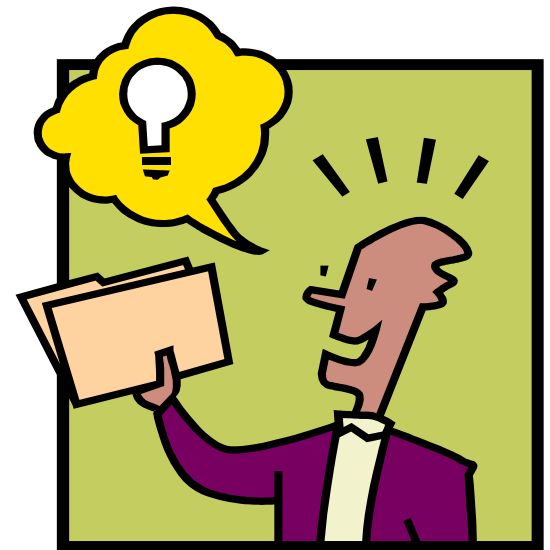
# #10 Nominee Must Agree to Release Information

- Disclosure of information-Confidentiality statement
- SBA Form 2137 completed and signed
- Available at SBA District Offices or on line at [www.sba.gov](http://www.sba.gov)



# Miscellaneous Tips

- Complete package
- Page protectors
- Binder
- Decorate appropriately



# Timeframes for Awards Process

- **November 4, 2005 Deadline to submit nominations to District Office**
- **December 9, 2005 District winners selected**
- **January 11, 2006 State winners selected**
- **February 7, 2006 State Small Business Persons of the Year announced**
- **Spring, 2006 National Small Business Week (National Small Business Person of the Year Announced)**
- **May, 2006 Advocates for Small Business host tent celebration and SBA awards; Phillies baseball game**





**District Awards Presentation**  
***Hosted by the Advocates for***  
***Small Business***

**May, 2006**  
(date to be  
announced)

